

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
June 1, 2015 at 6:30 PM**

Present: Chairman Justine Courtemanche; Vice Chairman Fred Kline; Selectman Vincent Greco;
Selectman Michael Crockwell

Staff: David Jodoin, Town Administrator

Excused: Selectman David Sheldon

1. CALL TO ORDER

Chairman Courtemanche called the meeting to order at 6:30 PM.

2. CITIZENS COMMENT

None

3. SCHEDULED MEETINGS

Mrs. Good – Land off of Girard Ave.

Mr. Jodoin provided an overview regarding Girard Avenue and the strip of land in question. The current deed that Mrs. Good has shows them owning a parcel of land that extends from Grandview to Girard. The town has been maintaining a small section of this property over the years. Mrs. Good has agreed to grant the Town an easement for a portion of this land to plow and maintain drainage. If the Board agrees to accept the easement, it would require Town Meeting approval in 2016. An easement would also need to be granted to Mrs. Fox as her driveway exits onto Mrs. Good's property.

Action: Selectman Kline moved to proceed with bringing the easement to Town Meeting 2016 for approval with costs incurred covered by the Town and pending any additional information that Town Meeting approval is not required. This is contingent upon the Good's also granting an easement to Mrs. Fox. Selectman Greco seconded. Motion passed 4-0.

Mike Vignale – Pembroke Hill Update

Mr. Vignale provided a summary of work completed on the Pembroke Hill Road project to date. He estimated that paving will begin on July 1st with the project being completed by the end of July. He also provided information on the plans for sewer and water structures if the top coat will be done in 2016 which will add an additional cost of \$3,500. The cost and process of raising and lowering the sewer structures was discussed including the cost and if the Town or Sewer Commission should incur this cost if the top coat is applied next year. Paulette Malo asked who would incur the cost should there be a sewerage back up/broken pipe should the covers be paved over until next year.

Action: Selectman Kline moved to postpone the final coat until 2016 and to approve the additional cost of up to \$4,000 to address the structures. Selectman Greco seconded. Motion passed 4-0.

Mr. Vignale stated that the plans for the Safe Routes to School portion of the project are almost complete. It is estimated that the sidewalk work will begin in August.

Mr. Vignale informed the Board that there is a large tree in the project area that could be removed for a cost, provided from Merrill Construction, of approximately \$2,600 however the utility company does not feel it is or will be damaged to the extent that it needs to be removed. The resident at this particular property has requested that the tree be removed. Mr. Vignale believes the cost includes removal or grinding of the stump. There is also a pole near the tree that will be moved by the utility company. Selectman Kline does not feel the Town should incur this cost if the tree does not require removal. The Selectmen asked that Mr. Vignale obtain additional estimates for tree removal in the event the tree is damaged during the project.

Action: Selectman Kline moved to deny removal of the tree in question however the Town will provide a two year warrantee that should the tree sustain damage during construction or from construction for two years following the project, the Town will then remove the tree. Selectman Greco seconded. Motion passed 4-0.

Mr. Vignale reviewed drainage laterals which are included in the project. The laterals are so that the uphill property owners can tie into the main system to prevent runoff from private drains from flowing onto the roadway. The Roads Committee is requesting two additional laterals to the project. The two laterals will add approximately \$11,000 to the project.

Action: Selectman Kline moved to approve the two additional drainage laterals. Selectman Crockwell seconded. Motion passed 4-0.

Mailboxes were briefly discussed.

Roads Committee – Request for Additional Paving

Members from the Roads Committee were present to request additional paving for Noyes Street for a cost of \$6,000. Mr. Boisvert, Director of Public Works, indicated that the Water Department will potentially be digging up a section of the road for pipe replacement. The Roads Committee was unaware of this information. After discussion and based on the potential work by the Water Department, the final coat of paving should wait until 2016.

Action: Selectman Greco moved to apply the binder coat to Noyes this year and apply the top coat in 2016. Selectman Kline seconded. Motion passed 4-0.

4. OLD BUSINESS

Village Lane Surveying

Mr. Jodoin indicated that the cost to survey Village Lane and the vacant lot at 6 Union Street will be approximately \$3,600. After discussion, the Selectmen agreed to complete the survey. Selectman Kline suggested that a committee possibly be formed to determine other areas in Town where ownership is unknown. Chairman Courtemanche agreed.

Action: Selectman Greco moved to approve hiring Holden Engineering to complete a survey at Village Lane and the vacant lot at 6 Union Street for a cost not to exceed \$4,000. Selectman Kline seconded. Motion passed 4-0.

Cemetery Fees

Information was received from the Department of Public Works as to the time it can take to research and copy cemetery deeds which ranges from a few minutes to several hours. It was suggested by the DPW that the cost be \$25 or \$50. Selectman Kline suggested that research be performed as to how other towns handle fees for this service. The option of charging \$.50 per page was discussed as the Selectmen feel that the Town should not be charging for location of documents or research. Mr. Jodoin indicated that a public hearing will be required for any changes made to fees.

Tax Deeds

The Selectmen reviewed and discussed properties that may be deeded in July for nonpayment of 2012 property taxes. It was agreed to send a reminder letter to these property owners of the deeding date and the process of what will happen if the property is deeded. Also discussed is how the Town will handle the sale of any deeded properties. The Board agreed to contact the realtor that they have used in the past to handle the sale of property.

5. NEW BUSINESS

Manifest/Abatements

Two Manifest issues were discussed regarding abatements. It was agreed to approve one year of tax abatement plus interest for Tabitha Call and to take the Selectmen's comments to the Assessor for further review. Further, it was agreed to also send the Epoch abatement back to the Assessor.

Action: Selectman Kline moved to approve the Manifest and Abatements as presented with the exception of the two issues stated above. Selectman Crockwell seconded. Motion passed 4-0.

Minutes 5/18/2015

Action: Selectman Greco moved to approve the minutes of 5/18/2015 as presented. Selectman Crockwell seconded. Motion passed 3-0. Selectman Kline abstained as he was not present at the meeting.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin spoke to the cruiser that was involved in a no-fault accident on May 27th. The officer is currently out of work for medical reasons.

There will be a public presentation by DES of Suncook River Assessment Results on June 24th at 6:30 PM.

Correspondence to Everett Hodge, Code Enforcement Officer, from Wadleigh, Starr & Peters, P.L.L.C regarding Hillside Baptist Church Appeal and Variance Application was briefly discussed.

Mr. Jodoin informed the Board that there are various structural issues becoming more prominent on the second floor of Town Hall. It was agreed to shift some heavy items and obtain pricing for repairs. Mr. Jodoin will follow up. Additionally, the elevator needs repair or replacement and will be part of 2016 CIP process.

Mr. Jodoin stated that the Welcome to Pembroke sign will be replaced versus repaired.

7. COMMITTEE REPORTS

Selectman Kline stated that the grant application for TIF is due mid-June. The Committee hopes to have it completed by the deadline. Further, the TIF Committee is working on the DES Wetland Permit Application.

8. OTHER/CITIZEN COMMENT

Selectmen Kline spoke to right-to-know issues.

9. NON PUBLIC

None

10. ADJOURNMENT

Action: Selectman Kline moved to adjourn the meeting at 8:53 PM. Selectman Greco seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

Justine Courtemanche, Chair